

ACADEMIC SENATE

OPERATIONAL RULES VS STANDING RULES

Feature	Operational Rules	Standing Rules
Definition	Core rules that govern how an organization functions.	Rules that govern the day-to-day procedures and logistics.
Purpose	Establish structure, authority, and decision-making procedures.	Provide guidelines for routine or administrative matters.
Formality	Often formal and adopted in bylaws or policies.	Less formal, can be adopted or amended more easily.
Examples	Voting rights, quorum requirements, election procedures.	Meeting time, dress code, use of facilities.
Amendment Process	Typically requires notice and a supermajority vote to change.	Can usually be amended with a simple majority vote.
Duration	Long-term and foundational.	May be temporary or adjusted as needed.
Adoption Method	Adopted through bylaws, constitution, or charter.	Adopted by motion or resolution during meetings.
Binding Nature	Binding and enforceable; critical for legal compliance.	Binding but flexible; often more about convenience.
Authority Level	Higher level of authority—overrides standing rules if conflict.	Lower level—must comply with operational rules.
Common Users	Boards, corporations, government bodies.	Clubs, associations, committees.